



## CITY OF ST. MARYS

### NEW CONSTRUCTION PACKET FOR PROJECTS FROM GROUND UP

Please take care to ensure that the information for each checkbox below is sufficiently provided. The City **will not accept incomplete applications.**

- ☐ Completed all applications for building, electrical, low voltage, mechanical, plumbing
- ☐ Completely filled out all of the applications, nothing left blank
- ☐ Site Plans/Survey/Plat by GA Surveyor—did you include 2 sets
- ☐ Foundation Included with Plans (2) sets, including details of elevations and walls
- ☐ Floor plan, electrical plan, plumbing plan, mechanical plan, low voltage plan included
- ☐ Contractor's license provided
- ☐ Occupational tax certificate provided **for all trades**
- ☐ Signed contract included between home owner & contractor



# **CITY OF ST. MARYS, GEORGIA**

## **Information and Applications Regarding Permitting for Residential and Commercial Projects**

**Building**

**Electrical**

**Plumbing**

**Mechanical**

**Low Voltage**

Please note all information contained in this packet may not be applicable to your project. Should you have any questions please contact Darlene Ellis at 912-510-4032.

### ARTICLE III. - SOIL EROSION, SEDIMENTATION AND POLLUTION CONTROL

#### FOOTNOTE(S):

--- (4) ---

**Editor's note**— Ord. of Apr. 4, 2011, amended art. III in its entirety to read as herein set out. Former art. III, §§ 46-92—46-99.2, was entitled "Soil Erosion and Sedimentation Control" and derived from: Ordinances of Dec. 11, 1989; Sept. 11, 1995; Jan. 8, 2001; and June 14, 2004, §§ 1, 2.

**State Law reference**— Erosion and Sedimentation Act of 1975, O.C.G.A. § 12-7-1 et seq.

#### Sec. 46-92. - Title.

This article will be known as "City of St. Marys Soil Erosion, Sedimentation and Pollution Control Ordinance."

(Ord. of 4-4-11)

#### Sec. 46-93. - Definitions.

The following definitions shall apply in the interpretation and enforcement of this article, unless otherwise specifically stated:

*Best management practices (BMPs)*: These include sound conservation and engineering practices to prevent and minimize erosion and resultant sedimentation, which are consistent with, and no less stringent than, those practices contained in the "Manual for Erosion and Sediment Control in Georgia" published by the commission as of January 1 of the year in which the land-disturbing activity was permitted.

*Board*: The board of natural resources.

*Buffer*: The area of land immediately adjacent to the banks of state waters in its natural state of vegetation, which facilitates the protection of water quality and aquatic habitat.

*Certified personnel*: A person who has successfully completed the appropriate certification course approved by the Georgia Soil and Water Conservation Commission.

*Commission*: The Georgia Soil and Water Conservation Commission (GSWCC).

*CPESC*: Certified professional in erosion and sediment control with current certification by Certified Profession in Erosion and Sediment Control Inc., a corporation registered in North Carolina, which is also referred to as CPESC or CPESC, Inc.



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*Cut:* A portion of land surface or area from which earth has been removed or will be removed by excavation; the depth below original ground surface to the excavated surface. Also known as excavation.

*Department:* The Georgia Department of Natural Resources (DNR).

*Design professional:* A professional licensed by the State of Georgia in the field of: Engineering, architecture, landscape architecture, forestry, geology, or land surveying; or a person that is a certified professional in erosion and sediment control (CPESC) with a current certification by Certified Professional in Erosion and Sediment Control, Inc.

*Director:* The director of the environmental protection division or an authorized representative.

*District:* The Satilla River Soil and Water Conservation District.

*Division:* The environmental protection division (EPD) of the department of natural resources.

*Drainage structure:* A device composed of a virtually nonerodible material such as concrete, steel, plastic or other such material that conveys water from one place to another by intercepting the flow and carrying it to a release point for stormwater management, drainage control, or flood control purposes.

*Erosion:* The process by which land surface is worn away by the action of wind, water, ice or gravity.

*Erosion, sedimentation and pollution control plan:* A plan required by the Erosion and Sedimentation Act, O.C.G.A. ch. 12-7, that includes, as a minimum protections at least as stringent as the state general permit, best management practices, and requirements in subsection 46-95(c) of this article.

*Fill:* A portion of land surface to which soil or other solid material has been added; the depth above the original ground surface or an excavation.

*Final stabilization:* All soil disturbing activities at the site have been completed, and that for unpaved areas and areas not covered by permanent structures and areas located outside the waste disposal limits of a landfill cell that has been certified by EPD for waste disposal, 100 percent of the soil surface is uniformly covered in permanent vegetation with a density of 70 percent or greater, or equivalent permanent stabilization measures (such as the use of rip rap, gabions, permanent mulches or geotextiles) have been used. Permanent vegetation shall consist of: Planted trees, shrubs, perennial vines; a crop of perennial vegetation appropriate for the time of year and region; or a crop of annual vegetation and a seeding of target crop perennials appropriate for the region. Final stabilization applies to each phase of construction.

*Finished grade:* The final elevation and contour of the ground after cutting or filling and conforming to the proposed design.

*Grading:* Altering the shape of ground surfaces to a predetermined condition; this includes stripping, cutting, filling, stockpiling and shaping or any combination thereof and shall include the land in its cut or filled condition.



This article shall apply to any land-disturbing activity undertaken by any person on any land except for the following:

- (1) Surface mining, as the same is defined in O.C.G.A. § 12-4-72, the "Georgia Surface Mining Act of 1968";
- (2) Granite quarrying and land clearing for such quarrying;
- (3) Such minor land-disturbing activities as home gardens and individual home landscaping, repairs, maintenance work, fences, and other related activities which result in minor soil erosion;
- (4) The construction of single-family residences, when such construction disturbs less than one acre and is not a part of a larger common plan of development or sale with a planned disturbance of equal to or greater than one acre and not otherwise exempted under this subsection; provided, however, that construction of any such residence shall conform to the minimum requirements as set forth in O.C.G.A. § 12-7-6 and this subsection. For single-family residence construction covered by the provisions of this subsection, there shall be a buffer zone between the residence and any state waters classified as trout streams pursuant to Article 2 of Chapter 5 of the Georgia Water Quality Control Act. In any such buffer zone, no land-disturbing activity shall be constructed between the residence and the point where vegetation has been wrested by normal stream flow or wave action from the banks of the trout waters. For primary trout waters, the buffer zone shall be at least 50 horizontal feet, and no variance to a smaller buffer shall be granted. For secondary trout waters, the buffer zone shall be at least 50 horizontal feet, but the director may grant variances to no less than 25 feet. Regardless of whether a trout stream is primary or secondary, for first order trout waters, which are streams into which no other streams flow except for springs, the buffer shall be at least 25 horizontal feet, and no variance to a smaller buffer shall be granted. The minimum requirements of O.C.G.A. § 12-7-6(b) and the buffer zones provided by this subsection shall be enforced by the local issuing authority;
- (5) Agricultural operations as defined in O.C.G.A. § 1-3-3, "definitions", to include raising, harvesting or storing of products of the field or orchard; feeding, breeding or managing livestock or poultry; producing or storing feed for use in the production of livestock, including but not limited to, cattle, calves, swine, hogs, goats, sheep, and rabbits or for use in the production of poultry, including but not limited to, chickens, hens and turkeys; producing plants, trees, fowl, or animals; the production of aqua culture, horticultural, dairy, livestock, poultry, eggs and apiarian products; farm buildings and farm ponds;
- (6) Forestry land management practices, including harvesting; provided, however, that when such exempt forestry practices cause or result in land-disturbing or other activities otherwise prohibited in a buffer, as established in subsections 46-95(c)(15) and (c)(16) of this article, no other land-

# **CITY OF ST. MARYS REQUIREMENTS FOR RESIDENTIAL AND COMMERCIAL CONSTRUCTION**

Updated January 2015

## **Building Codes In Use:**

1. 2012 International Building Code
2. 2012 International Residential Building Code
3. 1999 SSTD 10-99, Standard for Hurricane Resistant Residential Construction
4. 2014 NFPA 70, National Electrical Code
5. 2012 International Plumbing Code
6. 2012 International Mechanical Code
7. 2012 International Fire Code
8. 2012 International Fuel Gas Code
9. 2009 International Energy Conservation Code
10. 2012 International Existing Building Code
11. NFPA 101 Life Safety Code, 2012 Edition
12. GA Fire Marshal's Rules & Regulations
13. City of St. Marys Code of Ordinances, Chapter 54, "Flood Damage Prevention" (latest edition)
14. 2010 ADA Standards for Accessible Design
15. GA State Supplements and Amendments to the above codes

## **Design Requirements:**

1. All structures must be designed and built to withstand 120 MPH (3 second gust) winds, Exposure Category "B", minimum.
2. Finished floor elevation of the structure must be a minimum of 16-inches above the high point of the adjacent road.
3. Maximum structure height limitation of the City of St. Marys, Code of Ordinances, Section 110, must be complied with.
4. Marsh line, for property located on a salt water marsh, must be established by GA DNR within a year of starting any construction on the property.
5. No construction can take place within 25 feet of the normal water's edge of a lake, pond, or other body of water considered to be state waters. Building and Public Works official will determine wresting buffer boundaries when applicable.
6. All structures for human habitation, located in a flood zone, must be constructed a minimum of 24" above the base flood elevation in which it is located. A "Pre-Elevation Certificate" will be required prior to the issuance of a building permit and a "Post Elevation Certificate" will be required prior to the issuance of the Certificate of Occupancy. Both are required to be prepared by a registered professional Georgia surveyor.
7. Owner/Contractor may be required to submit a lot inspection report prepared by a registered professional Georgia surveyor prior to the construction of any footers, piers, slab, foundation or floor.



**ITEMS REQUIRED FOR SUBMITTING FOR BUILDING/ELECTRICAL/  
MECHANICAL and PLUMBING PERMITS IN THE CITY OF ST. MARYS**

Updated January 2015

**Site Plan: Prepared by a GA Registered Surveyor with the following information:**

1. Property dimensions and orientation
2. Location and description of property boundary markers
3. Proposed construction located on the property, including driveway
4. Highways or streets adjacent to the property, including elevation(s)
5. Any and all easements
6. Building restriction lines
7. Wetlands, ponds, or lakes on or adjacent to the property
8. Elevations of property and flood hazard zone
9. Subdivision name and lot number, if any
10. Location of water and sewer connections or well and septic tank

**Foundation Plan and Details, Elevation Details, Wall Details (Interior and Exterior)**

**Floor Plan:**

1. Finished floor elevation
2. Window/door location and size
3. Room/area designation/use

**Electrical Plan:**

1. Outlets
2. Type of service and diagram
3. Lights
4. Wiring diagram
5. Location of disconnect panels

**Plumbing Plan:**

1. Fixture layout
2. Drain layout and size
3. Water pipe layout and size
4. Size of water meter

**Mechanical Plan:**

1. Size of A/C unit
2. Type of heat
3. Duct layout (manual "D")
4. If a restaurant:
  - a. Hood with fire suppression system
  - b. Equipment layout
5. Calculations for sizing of heating/cooling units (manual "J")

Complete the building/electrical/low voltage/mechanical/plumbing permit applications and the authorized permit agent form and submit with **2 sets of plans** (if commercial 3) and **2 site plans** (if commercial 3). You will need to include a copy of the state contractor's license for the general contractor and all sub-contractors. **The GC and all subs must be licensed by the State of Georgia.** You will need to submit a copy of the contract between you and your client as well as contracts between you and each of your subs. In addition, you will need to provide a copy of a current occupational tax registration certificate aka a business license for the general contractor and all subs. If you have a **current** one for **ANY CITY OR COUNTY WITHIN THE STATE OF GEORGIA** we will honor it, just submit a copy of it. If not, you will be required to obtain one from St. Marys by completing an application.



# **Fee Schedule for Building/Electrical/Mechanical/Plumbing/Low**

## **Voltage/Demolition Permits**

Adopted in Legal Assembly September 16, 2013

**Building Permit** – Permit fee is ½ of 1% of the “actual contract cost” of the general construction work including the trades, minimum \$50. You will be required to submit a copy of the contract with the Building Permit Application. \$50 administrative fee in addition to permit fee. **NOTE: Homeowner’s applying for a new construction building permit the fees will be based on material and labor costs for the general construction and all trades.**

**Electrical Permit** - Permit fee is 2% of the “actual contract cost” of the electrical work with a minimum of \$50. You will be required to submit a copy of the contract with the Electrical Permit Application. \$50 administrative fee in addition to permit fee.

**Low Voltage Permit** – Permit fee is 2% of the “actual contract cost” of the low voltage work with a minimum of \$50. You will be required to submit a copy of the contract with the Low Voltage Permit Application. \$50 administrative fee in addition to permit fee.

**Mechanical Permit** – Permit fee is 2% of the “actual contract cost” of the mechanical work with a minimum of \$50. You will be required to submit a copy of the contract with the Mechanical Permit Application. \$50 administrative fee in addition to permit fee.

**Plumbing Permit** – Permit fee is 2% of the “actual contract cost” of the plumbing work with a minimum of \$50. You will be required to submit a copy of the contract with the Plumbing Permit Application. \$50 administrative fee in addition to permit fee.

Note: Fee for replacing an existing hot water heater will be an administrative fee of \$50 only.

**Demolition Permit** – Permit fee \$100.00 regardless of structure size or materials

**Re-Establishing Disconnected Electrical Service** - \$35.00 permit fee, no additional administrative fee

**Re-Inspection Fee** - \$100.00 per re-inspection. **Fee to be paid prior to re-inspection.**

## AID TO CONSTRUCTION FEE

Revised April 2018

### Section 98-57 City Ordinance for Construction Fee

- (a) In order to connect to the City of St. Marys water and/or wastewater utility system, all residential, commercial, institutional, industrial or any other structure requiring water and/or wastewater utility services, shall pay an aid-to-construction fee in addition to any fees required by ordinance prior to connecting to the city water and/or wastewater system.
- (b) The aid-to-construction fee will be based upon improvements needed for the water or wastewater infrastructure and construction or expansion of the water or wastewater treatment facilities serving the city. The city currently has two wastewater treatment facilities. The current wastewater treatment plants are known as the Point Peter Plant and the Scrubby Bluff Plant. Each aid-to-construction fee will be based on the expansion or construction needed for any and all improvements or expansions of the water and wastewater plants serving the city. **These fees will only be used for the improvement or expansion of the water and wastewater treatment facilities located within the city.**
- (c) The aid-to-construction fee for commercial subdivisions and/or structures, and residential subdivisions and/or structures shall be calculated based on the estimated average daily water consumption of each type of structure or unit as outlined in Table 98-57.1, multiplied by the estimated construction cost per gallon, as listed in the fee ordinance, then multiplied by the number of units. The estimated aid-to-construction cost per gallon shall increase May 1 of each succeeding year, beginning in May 2010, at a rate of five percent. However on April 17, 2017 city council placed a freeze on this increase indefinitely. The current rate per gallon is \$16.47. If the proposed use is not included in Table 98-57.1, then the daily average water consumption rate shall be determined by the City Manager and/or their designee.

Owner/Developer of any structure shall have the option of providing an Earthcraft or LEED (Leadership in Energy and Environmental Design) certified facility that may modify the daily average water consumption rate as listed in Table 98-57.1. The aid-to-construction fee shall be the lower of the figures derived from using either figures from 98-57.1 or the LEED or Earthcraft certified figures. The City will only accept certified LEED or Earthcraft figures from a current Georgia registered professional engineer or current Georgia registered architect.



For example: for a 2011 development with 50 units of one bedroom apartments the fee would be GPD (Table 98-57.1) X Cost Per Gallon X Unit Total = Aid-To-Construction Fee or  $150 \times \$12.58 \times 50 = \$94,350.00$  would be the aid-to-construction fee.

- (d) Aid-to-construction fees for commercial or residential projects that do not require subdivision review and approval shall be paid with submittal of a request for a building permit. Aid-to-construction fees for commercial or residential subdivisions shall be paid prior to the receipt of a building permit for any structure.
- (e) Additions and renovations made to existing structures shall pay an aid-to-construction fee based on the number of fixtures to be added. The fee shall be calculated based on 10 units per fixture and then multiplied by the current estimated construction cost per gallon.

Earthcraft and LEED certification may also be used for existing structures. The relocation of one or more fixtures within the same existing building envelope will not require an aid-to-construction fee.

**Note: See next page for Table 98-57.1**

Table 98-57.1

|    | A   | B   |
|----|---|---|
| 1  | <b><u>Structure Type</u></b>                  | <b><u>Water Usage in Gallons Per Day(GPD)</u></b>   |
| 2  | Airport                                       | 2 Per Passenger Plus 14 Per Employee  |
| 3  | Assembly Hall                                 | 2 Per Seat  |
| 4  | Barber Shop/Beauty Parlor                     | 55 Per Chair  |
| 5  | Boarding House                                | 60 Per Room   |
| 6  | Boarding House with Laundering Services       | 60 Per Room Plus 500 Per Washing Machine  |
| 7  | Boarding House with Dishwashing Machine       | 60 Per Room Plus 50 Per Dishwashing Machine   |
| 8  | Bowling Alley                                 | 75 Per Lane   |
| 9  | Car Wash with Wand Wash                       | 200 Per Bay   |
| 10 | Car Wash with Hand Wash                       | 700 Per Location  |
| 11 | Car Wash with Drive Thru Automated Wash       | 3,500 Per Site  |
| 12 | Call Center                                   | 5 Per 100 Square Feet of Building   |
| 13 | Clinic-Medical/Surgical/Outpatient            | 150 Per Exam Room   |
| 14 | Clinic-Psychiatric-Non Exam                   | See Office Listing  |
| 15 | Correction Institution/Prison/Jail            | 125 Per Bed Plus 10 Per Employee  |
| 16 | Club-Non-Residential Recreation Facility      | Consumption Per Member To Be Determined By Review Of Type And Capacity By Designated Staff  |
| 17 | Club-Residential Recreation Facility          | Consumption Per Member To Be Determined By Review Of Type And Capacity By Designated Staff  |
| 18 | Daycare                                       | 10 Per Employee   |
| 19 | Dental Office                                 | 150 Per Chair   |
| 20 | Department Store - Retail                     | 5 Per 100 Square Feet of Building   |
| 21 | Drug Store                                    | 300 Per Store   |
| 22 | Factory/Manufacturing Facility                | 15-35 Per Person Per Shift As Determined By Review Of Process Not Including Water/Sewer Needed For The Process Used   |
| 23 | Funeral Home                                  | 10 Per 100 Square Feet  |
| 24 | Highway Rest Areas                            | GPD Per Person Per Day Based On Engineering Criteria For Size Of Bldg. And Anticipated Use Factors As Submitted By GADOT, And Reviewed And Approved By The City Manager Or Designated Staff Member. |
| 25 | Hospital                                      | 100 Per Bed   |
| 26 | Hotel/Motel - No Kitchens                     | 60 Per Room For 2 Person-Each Extra Person Add 25 GPD   |
| 27 | Hotel/Motel Plus Food Service                 | 60 Per Room Plus Food Service As Listed Above   |
| 28 | House Of Worship                              | 1 Per Seat  |
| 29 | House Of Worship With Daycare Or School       | 1 Per Seat Plus 10 Each School Personnel  |
| 30 | House Of Worship Fellowship Hall With Kitchen | 25 Per Seat Plus 50 Per Seat For Dishwashing  |
| 31 | Kennel  | 15 Per Cage   |
| 32 | Kindergarten No Meals                         | 10 Per Person   |



|    | A  | B  |
|----|--|--|
| 33 | Kitchen For Daycare Or Kindergarten                        | 10 Per Person  |
| 34 | Lanundry, Self Service                                     | 200 Per Machine  |
| 35 | Laundry, Commercial  | 1,000 Per Machine  |
| 36 | Manufactured Home Park                                     | 300 Per Site   |
| 37 | Marina Without Bathhouse                                   | 10 Per Boat Slip   |
| 38 | Multi-Family - One Bedroom                                 | 100 Per Unit   |
| 39 | Multi-Family - Two Bedrooms                                | 150 Per Unit   |
| 40 | Multi-Family - Three or More Bedrooms                      | 200 Per Unit Plus 50 Per Additional Bedroom  |
| 41 | Nursing Home   | 150 Per Bed  |
| 42 | Office (Except Medical or Dental)                          | 15 Per Person  |
| 43 | Parks - Day Use With Flush Toilets                         | Consumption Per Member To Be Determined By Review Of Type And Capacity By Designated Staff Not To Exceed 5 Per Person                          |
| 44 | Picnic Areas With Flush Toilets                            | Consumption Per Member To Be Determined By Review Of Type And Capacity By Designated Staff Not To Exceed 5 Per Person                          |
| 45 | Physician's (Medical) Office                               | 10 Per Outpatient Procedure Room Plus 10 Per Exam Room   |
| 46 | Residential - One Bedroom                                  | 150 Per Unit   |
| 47 | Residential - Two Bedrooms                                 | 200 Per Unit   |
| 48 | Residential - Three or More Bedrooms                       | 300 Per Unit Plus 50 Per Additional Bedroom  |
| 49 | Restaurant - Less Than 24 Hour Service                     | 25 Per Seat - Add 500 To Each Use For A Laundering Service And Add 500 To Each Use For An Automated Dishwashing Service                        |
| 50 | Restaurant - 24 Hour Service                               | 50 Per Seat - Add 500 To Each Use For A Laundering Service And Add 500 To Each Use For An Automated Dishwashing Service                        |
| 51 | Restaurant - Drive-In                                      | 30 Per Car Space - Add 500 To Each Use For A Laundering Service And Add 500 To Each Use For An Automated Dishwashing Service.                  |
| 52 | Restaurant - Carry Out Only                                | 35 Per 100 Square Feet Of Building - Add 500 To Each Use For A Laundering Service And Add 500 To Each Use For An Automated Dishwashing Service |
| 53 | Retail   | 400 Per Toilet Room  |
| 54 | Schools - Day, No Showers Or Cafeteria                     | 15 Per Student And Staff   |
| 55 | Schools - Day With Cafeteria                               | 20 Per Student And Staff   |
| 56 | Schools - Day With Showers And Cafeteria                   | 25 Per Student And Staff   |
| 57 | Service Station, Full Service (Fuel And Convenience Items) | 25 per 100 Square Foot   |
| 58 | Service Station With Garage Repairs                        | 100 Per Pump   |
| 59 | Shopping Centers   | .16 Per Square Foot  |
| 60 | Speculative Buildings                                      | .1 Per Square Foot Adjusted Upon Occupancy   |
| 61 | Stadium  | 2 Per Seat   |

## Aid To Construction Fee

Table 98-57.1

|    | A                                       | B   |
|----|---|---|
| 62 | Storage - Mini Warehouse                | 1.5 Per 100 Square Foot (gross)   |
| 63 | Swimming Pools Except Residential Pools | 10 Per User Based On Legal Code Occupancy   |
| 64 | Tavern, Bar, Lounge - No Meals          | 15 Per Seat   |
| 65 | Tavern, Bar, Lounge - With Meals        | 15 Per Seat Plus Food Service Plus Usage For "Restaurant - Less Than 24 Hour Service" As Listed Above   |
| 66 | Travel Trailer (RV) Park                | 150 Per Space   |
| 67 | Theater - Drive In                      | 3 Per Car   |
| 68 | Theater - Inside Fixed Seating          | 3 Per Seat  |
| 69 | Veterinarian Office                     | 20 Per 100 Square Foot (gross)  |
| 70 | Warehouse                               | 400 Per Toilet Room   |
| 71 | Construction Not Described Above        | Water/Sewer Usage Costs As Determined By The City Manager And/Or Staff Member As Designated By The City Manager. Fees Calculated Over \$100,000 Shall Be Submitted To The Mayor And City Council For Review And Approval. |



LOT

## EXAMPLE OF LOT INSPECTION REPORT

ITEMS CHECKED:

|               |                          |                  |                                     |
|---------------|--------------------------|------------------|-------------------------------------|
| CORNER STAKES | <input type="checkbox"/> | BATTER BOARDS    | <input type="checkbox"/>            |
| FORM BOARDS   | <input type="checkbox"/> | STRING LINES     | <input checked="" type="checkbox"/> |
| FLOOR SLAB    | <input type="checkbox"/> | CONC. FOUNDATION | <input type="checkbox"/>            |
|               |                          | EXIST. STRUCTURE | <input type="checkbox"/>            |

LOT CORNERS:

FOUND ALL ☒

RESET. \_\_\_\_\_

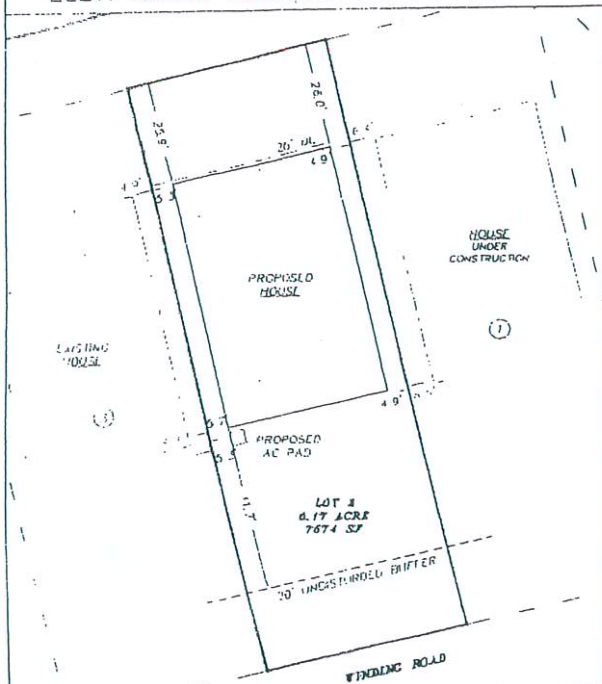
REQUIRED LOWEST FINISHED FLOOR (BY LOCAL GOVERNMENTAL AGENCIES) 1.0' ABOVE CL ROAD  
 REQUIRED FINISHED FLOOR AS PER SITE PLAN 16.7'

BUILDING CONFORMS WITH SETBACK  
 REQUIREMENTS & FLOOD ZONE REGULATIONS

FINISHED FLOOR ELEV.: 16.8'

ELEV. ABOVE EXISTING GRADE: ±1.4'

ELEV. ABOVE EXISTING PAVING: ±1.6'



CORRECTED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

RE-INSPECTED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

SETBACK REQUIREMENTS:

FRONT: 25'

SIDES: 5' (10' BETWEEN HOUSES)

REAR: 10' (20' BUFFER)

CHECKED BY: ERIC TAYLOR

DATE: 04/30/2013

F.B. DATA COLLECTOR

APPROVED BY: [Signature]

DATE: 04/30/2013

PREPARED BY:



**CUMBERLAND LAND  
 SURVEYORS**

300 CAMDEN AVE

WOODBINE, GEORGIA 31569

(912)-576-8854



**CITY OF ST. MARYS**

418 OSBORNE STREET  
ST. MARYS, GEORGIA 31558

COMMUNITY DEVELOPMENT DEPARTMENT  
TELEPHONE: 912-510-4032 FAX: 912-510-4014

**Property Owner's  
Authorization Letter**

I (we): \_\_\_\_\_  
(Print Property Owners Name / Firm / Organization)

Hereby Authorize: \_\_\_\_\_  
(Applicant - Name of Person to Sign Permit)

Representative of: \_\_\_\_\_  
(Applicant Company Name / Organization)

To apply for, sign, and pick-up building permits for the following proposed work:

\_\_\_\_\_  
(Description of Work to be Done)

Job Location: \_\_\_\_\_  
(Property Address)

As property owner(s), I (we) hereby grant permission to the applicant referenced above to apply for, sign, and pick-up the permit for the work as indicated above. All work performed must meet all provisions of The City of St. Marys Building and Zoning Codes and the Laws of the State of Georgia, as applicable, whether specified or not. Contractors are required to have a Georgia Professional Contractors License.

\_\_\_\_\_  
(Property Owner or Person with Power of  
Attorney Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Printed Name) (Title)





**CITY OF ST. MARYS**  
**BUILDING PERMIT APPLICATION**

**BP**

PERMIT NUMBER: \_\_\_\_\_ DATE APPLIED : \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_ LOT #: \_\_\_\_\_

TAX PARCEL NUMBER: \_\_\_\_\_

SUBDIVISION: \_\_\_\_\_

OWNER'S NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

CONTRACTOR'S NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

NAME OF BUSINESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

CONTRACTOR'S LICENSE NUMBER: \_\_\_\_\_ EXPIRATION : \_\_\_\_\_

COUNTY/CITY OF OCCUPATIONAL TAX LICENSE & NUMBER: \_\_\_\_\_

EXPIRATION DATE ON COUNTY/CITY LICENSE: \_\_\_\_\_

DESCRIBE REASON FOR PERMIT: \_\_\_\_\_

ACTUAL CONTRACT COST: \_\_\_\_\_ COPY OF CONTRACT ATTACHED: \_\_\_\_\_  
(GENERAL CONSTRUCTION WORK INCLUDING TRADES)

SPECIAL CONDITIONS: \_\_\_\_\_ SQUARE FOOTAGE: \_\_\_\_\_  
\_\_\_\_\_  
OCCUPANCY TYPE: \_\_\_\_\_  
\_\_\_\_\_  
CONSTRUCTION TYPE: \_\_\_\_\_

**\*\*\*\*\*NOTICE\*\*\*\*\***

**THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN SIX MONTHS, OR IF CONSTRUCTION OR WORK IS SUSPENDED, OR ABANDONED FOR A PERIOD OF 6 MONTHS AT ANY TIME AFTER WORK IS STARTED. WORK MUST BE COMPLETED WITHIN 24 MONTHS FROM DATE OF PERMIT ISSUANCE.**

**\*\*PERMIT FEES ARE NON REFUNDABLE\*\***

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS DOCUMENT AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF OTHER STATE OR LOCAL LAW

\_\_\_\_\_  
SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT

\_\_\_\_/\_\_\_\_/\_\_\_\_  
DATE



# **CITY OF ST. MARYS**

## **ELECTRICAL PERMIT**

### **APPLICATION**

# E1

PERMIT NUMBER: \_\_\_\_\_ APPLICATION DATE: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

#### **CONTRACTOR'S INFORMATION:**

CONTRACTOR'S NAME: \_\_\_\_\_

NAME OF BUSINESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE #: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

STATE LICENSE NUMBER: \_\_\_\_\_

EXPIRATION DATE ON ELECTRICAL LICENSE: \_\_\_\_\_

COUNTY/CITY OF OCCUPATIONAL TAX LICENSE & NUMBER: \_\_\_\_\_

EXPIRATION DATE ON COUNTY/CITY LICENSE: \_\_\_\_\_

WRITE A DESCRIPTION OF THE WORK YOU ARE DOING: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Actual Contract Cost for this project: \_\_\_\_\_ Note: If left blank application will be declined

FEE CALCULATED @ 2% OF THE ACTUAL CONTRACT COST (MINIMUM \$50.00) PLUS \$50.00 ADMIN FEE

LOW VOLTAGE WIRING ON THE PROJECT: \_\_\_\_\_ NO \_\_\_\_\_ YES

IF YES, PLEASE COMPLETE THE LOW VOLTAGE APPLICATION

DRAWING(S) ATTACHED: \_\_\_\_\_ NO \_\_\_\_\_ YES

IS THIS FOR RECONNECTION OF DISCONTINUED SERVICE: \_\_\_\_\_

LICENSEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_





**CITY OF ST. MARYS**  
**ELECTRICAL LOW VOLTAGE PERMIT**  
**APPLICATION**

**E2**

PERMIT NUMBER: \_\_\_\_\_ APPLICATION DATE: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

**CONTRACTOR'S INFORMATION:**

CONTRACTOR'S NAME: \_\_\_\_\_

NAME OF BUSINESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE #: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

STATE LICENSE NUMBER: \_\_\_\_\_

EXPIRATION DATE ON LOW VOLTAGE LICENSE: \_\_\_\_\_

COUNTY/CITY OF OCCUPATIONAL TAX LICENSE & NUMBER: \_\_\_\_\_

EXPIRATION DATE ON COUNTY/CITY LICENSE: \_\_\_\_\_

WRITE A DESCRIPTION OF THE WORK YOU ARE DOING: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Actual Contract Cost for this project: \_\_\_\_\_ Note: If left blank application will be declined

FEE CALCULATED @ 2% OF THE ACTUAL CONTRACT COST (MINIMUM \$50.00) PLUS \$50 ADMIN FEE

ELECTRICAL ON THE PROJECT: \_\_\_\_\_ NO \_\_\_\_\_ YES

**IF YES, PLEASE COMPLETE THE ELECTRICAL APPLICATION**

DRAWING(S) ATTACHED: \_\_\_\_\_ NO \_\_\_\_\_ YES

LICENSEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



# CITY OF ST. MARYS

## PLUMBING PERMIT APPLICATION

P

PERMIT NUMBER: \_\_\_\_\_ DATE APPLIED: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

### CONTRACTOR'S INFORMATION:

CONTRACTOR'S NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

NAME OF BUSINESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

STATE LICENSE NUMBER: \_\_\_\_\_

EXPIRATION DATE ON PLUMBING LICENSE: \_\_\_\_\_

COUNTY/CITY OF OCCUPATIONAL TAX LICENSE & NUMBER: \_\_\_\_\_

EXPIRATION DATE ON COUNTY/CITY LICENSE: \_\_\_\_\_

WRITE A DESCRIPTION OF WORK YOU ARE DOING: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Actual Contract Cost for this project: \_\_\_\_\_ Note: If left blank application will be declined

FEE CALCULATED @ 2% OF THE ACTUAL CONTRACT COST (MINIMUM \$50.00) PLUS \$50.00 ADMIN FEE

DRAWING(S) ATTACHED: \_\_\_\_\_ NO \_\_\_\_\_ YES

LICENSEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_





# **CITY OF ST. MARYS**

## **MECHANICAL PERMIT APPLICATION**

# M

PERMIT NUMBER: \_\_\_\_\_ DATE APPLIED: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

### **CONTRACTOR'S INFORMATION:**

CONTRACTOR'S NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

NAME OF BUSINESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

STATE LICENSE NUMBER: \_\_\_\_\_

EXPIRATION DATE ON MECHANICAL LICENSE: \_\_\_\_\_

COUNTY/CITY OF OCCUPATIONAL TAX LICENSE & NUMBER : \_\_\_\_\_

EXPIRATION DATE ON COUNTY/CITY LICENSE: \_\_\_\_\_

WRITE A DESCRIPTION OF WORK YOU ARE DOING: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Actual Contract Cost for this project: \_\_\_\_\_ Note: If left blank application will be declined

FEE CALCULATED @ 2% OF THE ACTUAL CONTRACT COST (MINIMUM \$50.00) PLUS \$50.00 ADMIN FEE

DRAWING(S) ATTACHED: \_\_\_\_\_ NO \_\_\_\_\_ YES

LICENSEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_